

- Text is shown in black.
- Formulas are shown in green.
- Numbers (including date and time) are shown in blue.

15	01/03/2008	Kurt	7:30	17:45	9.50
16	01/03/2008	Ute	8:30	18:30	9.25
17	01/06/2008	Brigitte	9:30	17:30	7.25
18	01/06/2008	Fritz	11:00	14:30	3.50

Figure 52: Example of value highlighting

The value highlighting colors override any colors used in formatting. This color change applies only to the colors seen on a display. When a spreadsheet is printed, the original colors used for formatting are printed.

Go to **View > Value Highlighting** on the Menu bar, or use the keyboard shortcut *Ctrl+F8*, to turn the function on or off. When value highlighting is switched off, the original formatting colors are used for display.

You can make value highlighting the default when opening a spreadsheet in Calc, by selecting **Tools > Options > LibreOffice Calc > View > Display > Value highlighting**. This default mode for value highlighting may not be what you want if you are going to format the cells for printing.

Using conditional formatting

You can set up cell formats to change depending on conditions that you specify. Conditional formatting is used to highlight data that is outside the specifications that you have set. It is recommended not to overuse conditional formatting as this could reduce the impact of data that falls outside those specifications.

See “Conditional formatting example” on page 82 for an example of how to use conditional formatting.

Note

Conditional formatting depends upon the use of styles and the AutoCalculate feature must be enabled. If you are not familiar with styles, see Chapter 4, Using Styles and Templates, for more information.

Setting up conditional formatting

- 1) Ensure that AutoCalculate is enabled: **Data > Calculate > AutoCalculate**.
- 2) Select the cells where you want to apply conditional formatting.
- 3) Go to **Format > Conditional > Condition** (Figure 53), **Color Scale** (Figure 54), **Data Bar** (Figure 55), **Icon Set** (Figure 56), or **Date** (Figure 57), on the Menu bar to open the Conditional Formatting dialog. Any conditions already defined are displayed.
- 4) Click **Add** to create and define a new condition. Repeat this step as necessary.
- 5) Select a style from the styles already defined in the *Apply Style* drop-down list. Repeat this step as necessary.
- 6) Alternatively, select **New Style** to open the Cell Style dialog (Figure 58) and create a new cell style. Repeat this step as necessary.
- 7) Click **OK** to save the conditions and close the dialog. The selected cells are now set to apply a result using conditional formatting.